

# Procedure - Nutrition, Health, and Physical Education

## Wellness Policy

The wellness policy must include, but is not limited to, the following:

- Goals for nutrition education, nutrition promotion, and other school-based activities to promote wellness;
- The Smart Snacks in School standards for all foods and beverages sold to students on campus during the school day, including access to water;
- Standards consistent with federal regulations for school meal programs and the Smart Snacks in School standards for other foods available to students (e.g., food brought from home for classroom events/parties and food used as rewards or incentives);
- Policies for marketing only food and beverages that meet the Smart Snacks in School standards;
- Standards for quality physical education and nutrition education programs aligned to state learning standards that help students develop lifelong healthy behaviors;
- Promotion of activities that provide students opportunities to be physically active before, during, and after school;
- Engagement of the community in support of the district's work in creating continuity between school and other settings for students and staff to practice lifelong healthy habits;
- Establishment of a wellness committee that includes representatives from the school and that permits participation from members of the community;
- Designation of one or more school official(s) to ensure compliance of each school; and
- Direct committee review and assessment of the wellness policy every three years.

## Wellness Committee

The district will convene a wellness committee to establish goals for the district-level wellness policy and to oversee its development, implementation, periodic review, and updating. The membership of the committee will be open to representatives from all school levels (elementary and secondary schools). The following parties must be permitted to participate as committee members:

- Parents and caregivers;
- Students;
- Representatives of the school nutrition program (e.g., school nutrition director);
- Physical education teachers;
- School health professionals (e.g., health education teachers, school nurses, health educators, and other allied health personnel who provide school health services, school counselors, school psychologists, school social workers);
- School administrators (e.g., superintendent, principal, vice principal);
- Health professionals (e.g., dietitians, doctors, nurses, physicians, dentists, psychiatrists); and
- Members of the general public.

The wellness committee is responsible for the following:

- Establishing committee membership and operating protocol;
- Understanding wellness policy compliance requirements;
- Developing an implementation plan for the wellness policy;
- Recordkeeping;
- Annual public notification of the wellness policy;
- Triennial progress assessments;

- Revising the wellness policy; and
- Leading community involvement, outreach, and communications initiatives regarding the wellness policy.

### **Wellness Policy Implementation Plan**

The wellness committee will develop and maintain a plan for the implementation, management, and coordination of the wellness policy. The district will use online tools or other resources to review and consider evidence-based strategies (e.g., Centers for Disease Control and Prevention's (CDC) School Health Index) in determining goals for nutrition promotion and education, physical activity and other school-based activities (e.g., school vegetable garden) for each school.

The plan will include the following:

- Roles, responsibilities, actions, and timelines specific to each school;
- The district official designated to oversee the wellness policy; and
- An action plan to implement all required elements of the wellness policy.

### **Annual Notification**

The district will notify families and the public, on an annual basis, of the availability of the wellness policy, and provide information that would enable interested households to obtain more details. The district will also annually distribute and collect applications to determine eligibility for free or reduced-price meals, as set forth below. The district is encouraged to provide as much information as possible about the school nutrition environment.

### **Triennial Progress Assessments**

At least once every three years, the district will evaluate its compliance with the wellness policy. The triennial assessment will consider the following:

- The extent to which schools under the jurisdiction of the district are in compliance with the wellness policy;
- The extent to which the district's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- The extent to which progress has been made in attaining the goals of the district's wellness policy.

The assessment report will include the position/person responsible for managing the triennial assessment and their contact information.

### **Updates to the Policy**

The wellness committee will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as priorities change and new federal or state guidance or standards are issued.

### **Community Involvement, Outreach, and Communications**

The district will actively communicate ways in which members of the wellness committee and others can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of means. The district will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, the availability of child nutrition programs and how to apply for those programs, and district compliance with Smart Snacks in School nutrition standards.

### **Recordkeeping**

The district will maintain and make available for public inspection records documenting compliance with the wellness policy. They will be available at the Stevenson-Carson District Office at 350 Bulldog Dr. Stevenson, WA 98648

Records will include, but will not be limited to, the following:

- The written wellness policy;
- Documentation demonstrating that the document has been made available to the public;
- Documentation of the triennial assessment; and
- Documentation to demonstrate compliance with the annual public notification requirement.

## **Nutrition and Food Services Program**

### **Meal Applications and Eligibility for School Meals**

As a sponsor of the National School Lunch Program and School Breakfast Program, the district will provide free and reduced-price breakfasts and lunches to students who qualify in accordance with the programs.

If operating standard counting and claiming, the district will annually distribute the Letter to Households and Free and Reduced-Price Meal Applications to all student households at the beginning of each school year. If a parent or guardian of a student needs assistance with application materials in a language other than English, the district will offer appropriate assistance to that parent or guardian. The district will protect the identity of students eligible for free and reduced-price meals in accordance with USDA guidelines for confidentiality and disclosure of student eligibility for such meals.

If the district has obtained available information from other sources that the student is likely eligible for free or reduced-price meals, but the parent or guardian has not submitted an application to determine the student's eligibility, the district will complete and submit the application for the student in accordance with the authority granted under 7 CFR Part 245.6(d). The completed application must set forth the district's basis for determining the student's eligibility. A district family determined eligible under this process will be notified that the family's children are eligible for free or reduced-price meals or free milk. This determination must be made family by family, and the district will not make eligibility determinations or certifications by categories or groups of children.

If operating the Community Eligibility Provision (CEP) or other non-pricing option, the district will distribute the Letter to Households and the Family Income Survey to all student households at the beginning of each school year. If a parent or guardian of a student needs assistance with application materials in a language other than English, the district will offer appropriate assistance to that parent or guardian. The district will protect the student's identity and the confidentiality and disclosure of the data on a Family Income Survey.

At least monthly, the district will directly certify students for free school meals if the students qualify because of enrollment in assistance programs, including but not limited to the supplemental nutrition assistance program, the temporary assistance for needy families, and Medicaid.

The district and its school staff will work to improve systems for identifying homeless students, students in out-of-home care, runaway students, and migrant students to ensure that each student has proper access to free school meals and that applicable accountability and reporting requirements are satisfied.

Students in prekindergarten through twelfth grade who qualify for reduced-price breakfasts or lunches will not be required to pay a copay.

### **Meal Patterns and Menu Planning**

The district will follow the USDA meal patterns for the National School Lunch Program, School Breakfast Program, and Smart Snacks in School standards for all food and beverages sold to students on school campus during the school day.

### **Community Eligibility Provision**

Each school with an Identified Student Percentage (ISP) of at least 40% must participate in the USDA CEP and offer meals at no cost to all students.

To the extent practicable, the district will group schools to maximize the number of schools eligible to participate in the CEP.

The Identified Student Percentage (ISP) is calculated by dividing the number of Identified Students, students categorically eligible for free school meals by direct certification or in other ways, by the total enrollment.

### **Free Meals**

Certain elementary schools must provide free breakfast and lunch each school day to any student who requests breakfast, lunch, or both regardless of the student's eligibility for a federally reimbursed free or reduced-price meal. The meals must be nutritiously adequate and qualify for federal reimbursement under

the school lunch program or the school breakfast program. Students may only receive one free meal in a meal service period.

The requirements described above apply to elementary schools that provide educational services to students in kindergarten, first grade, second grade, third grade, or fourth grade and where 30% or more of their students meet federal eligibility requirements for free or reduced-price lunches. However, those schools that are participating in the CEP are exempt from these requirements while participating in the CEP.

Schools where 40% or more of their students are eligible for free or reduced-price lunches must meet the requirements described above beginning with the 2023–2024 school year. Schools where between 30 and less than 40% of their students are eligible for free or reduced-price lunches must meet the requirements described above beginning with the 2024–2025 school year.

Despite the requirements described above, the district will continue collecting free and reduced-price meal eligibility applications when applicable and run direct certification at least monthly. Further, the district will annually monitor data for eligibility in the CEP and apply when eligible.

### **Mealtimes**

The district will set mealtimes to allow breakfast to be served as close to the start of the school day as possible and lunch to be served between 10:00 am and 2:00 pm. The length of the meal period will allow enough time for students to be served and eat a complete meal as well as take care of personal hygiene needs. The district will strive to identify and remove barriers to every student receiving 20 minutes of seated lunch time and work toward scheduling recess before lunch for elementary students. The superintendent or designee will periodically monitor district schools for progress in implementing these provisions to the extent appropriate and feasible.

### **Food Safety Plan**

The district will establish a Food Safety Plan based on Hazard Analysis and Critical Control Points. Because of the potential liability of the district, the food services program will not accept donations of food other than as provided in this policy without board approval. Should the board approve a food donation, the superintendent or designee shall establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met before selling the food as part of the school lunch menu.

### **Meal Pricing**

The board shall determine paid meal prices annually and for the National School Lunch Program and follow Paid Lunch Equity regulations.

Adult meal prices shall be set to allow teachers, administrators, and parents to demonstrate their support for school meal programs by occasionally eating with students. The price must be the price charged to students paying the full meal price plus the value of federal reimbursement for paid meals and the USDA Food Value.

### **USDA Foods**

The district will use the full entitlement of USDA Foods made available under the Federal Food Distribution Program for school meal programs.

### **Non-Profit School Food Service Account**

The district will maintain a non-profit school food service account. All revenues shall be used solely for the school meal programs and to improve the quality of the food service program for the students being served. Food sold a la carte and food sold to other school entities will be priced to recover, at a minimum, food costs.

### **Charge Policy**

To allow students to receive nutritious meals, to prevent over-identification of students with insufficient funds to pay for school meals, and to maintain the financial integrity of the nonprofit school nutrition program, the district will establish a written meal charge process for students eligible for reduced price meals and students that are not eligible for meals. The meal charge policy will be communicated to households each year so that district employees, families, and students have a shared understanding of expectations regarding meal charges.

### **Meal Charge Procedure**

While the food service department at the Stevenson-Carson School District strongly discourages meal charges, we understand that an occasional emergency may be necessary. The following guidelines have been developed to help parents understand the policy and their financial obligations.

### **CHARGING**

1. Students who charge a meal will only receive a reimbursable meal.
2. If a student owes charges they will not be able to purchase A LA Carte Items or additional meals.
3. Students without funds to pay for a reduced-price or full price meal are allowed to charge Breakfast and Lunch.
4. When money is put in the student's meal account the charges owed will be paid first. Each student has an individual account and we are unable to share/loan funds between accounts, even for siblings.

### **NOTIFYING THE HOUSEHOLD OF LOW OR NEGATIVE BALANCE**

1. SCSD may use an automated system to notify a household when the meal account falls into the negative. The student's household will be notified when a student's cafeteria account falls below \$0.00 by letters home via US Mail or e-mail and/or may receive a personal call.
2. Notifications to households will include the amount of unpaid meal charges, expected payment dates, and where to go for questions or assistance.
3. If a balance remains outstanding at the end of the year, the District will carry over the outstanding balances into the next year. Student report cards and diploma will be held until the fine is paid.

### **ASSISTANCE TO HOUSEHOLDS**

Parents are encouraged to pre-pay for lunch and breakfast by sending in money or through the fee payment system found on the website or through the school.

If you are unable to pay for school meals due to your economic situation, please contact the school secretary or Principal. Assistance may be available and eligible recipients could receive the regular school breakfast and lunch at a free or reduced cost through the USDA Free and Reduced Lunch Program.

### **Unpaid Meal Charges**

If a student has not paid for five or more previous meals, the school will determine whether the student is categorically eligible for free meals. If no application has been submitted for the student to determine their eligibility for free or reduced-price meals, the school will attempt to contact the student's parent or guardian to have them submit an application. A principal, assistant principal, or school counselor will contact the parent or guardian to offer assistance with completing an application to determine the student's eligibility for free or reduced-price meals, determine whether there are any household issues that may prevent the student from having sufficient funds for school meals, and offer any other appropriate assistance.

No school or school district personnel or school volunteer may do any of the following:

- Take any action that would publicly identify a student who cannot pay for a school meal or for meals previously served to the student, including but not limited to requiring the student to wear a wristband, hand stamp, or other identifying markers, or by serving the student an alternative meal;
- Require a student who cannot pay for a school meal or for meals previously served to the student to perform chores or other actions in exchange for a meal or for the reduction or elimination of a school meal debt, unless all students perform similar chores or work;
- Require a student to dispose of an already-served meal because of the student's inability to pay for the meal or because of money owed for meals previously served to the student;
- Allow any disciplinary action that is taken against a student to result in the denial or delay of a nutritionally adequate meal to the student; or
- Require a parent or guardian to pay fees or costs in excess of the actual amounts owed for meals previously served to the student.

Communications for a school or school district about amounts owed for meals previously served to a student under the age of fifteen may only be directed to the student's parent or guardian. Neither this policy nor chapter 28A.235 RCW prohibits the district from sending a student home with a notification that is addressed to the student's parent or guardian.

### **Children with Special Dietary Needs**

The district will establish procedures to accommodate children with special dietary needs when a diet prescription form is signed by a licensed medical authority. The district food service department will work with the school's 504 Coordinator to accommodate students' special dietary needs.

### **Civil Rights**

The district will follow USDA Food and Nutrition Civil Rights and nondiscrimination policies.

### **Procurement**

The district will follow all state and Federal guidelines when procuring food for the Federal School Meal Programs. And as part of district procurement procedures, the district will establish a procurement plan and Code of Conduct consistent with the Uniform Grant Guidance (2 CFR Part 200). Food specifications shall be written in a manner to procure food products that meet the school meal pattern requirements.

### **Smart Snacks Standards in School**

All foods and beverages sold to students on campus during the school day (e.g., vending machines, DECA school stores, bake sales, and other school fundraisers) must meet USDA Smart Snacks standards. No food or drink items will be sold unless they have been approved by the principal or school official responsible for oversight of the Smart Snacks standards or as designated in the wellness policy.

### **Best Practices for Meal Service**

The superintendent or designee will make reasonable efforts to ensure the following occurs:

- Student participation in the breakfast and lunch programs is encouraged;
- Any student may eat in the school cafeteria or other designated place;
- Schools provide varied and nutritious food choices consistent with the applicable school meal program guidelines;
- Healthy foods are competitively priced;
- Meal prices are conspicuously posted in each cafeteria or designated meal area;
- Seating for meals is uncrowded and occurs in a pleasant and safe environment;
- Supervision during mealtime is appropriate and rules for mealtime behavior are consistently enforced;
- Bus schedules allow students to arrive in time for participation in the School Breakfast Program;
- Alternate breakfast service models are implemented so that students have access to breakfast meals; and
- Community Eligibility Provision is implemented in qualifying schools.

On testing days, the district may provide free, nutritious meals to all students, including those who do not qualify for free or reduced priced federal school meal benefits. However, the district must use non-federal funds to cover the cost of providing such meals.

### **Water**

To promote hydration, free, safe, and unflavored drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where school meals are served during mealtimes. In addition, students will be allowed to bring with them and carry throughout the day approved water

### **Nutrition Promotion**

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers,

parents, students and the community. Instruction for marketing nutritious foods and healthy lifestyle will, as resources allow, be incorporated into DECA courses.

The district will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through the following:

- Implementation of at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques.
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the district and individual schools may use are available at <http://www.foodplanner.healthiergeneration.org/>.

### **Staff Qualifications and Professional Development**

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

### **Family and Community Involvement**

To promote family and community involvement in supporting and reinforcing nutrition education in schools, the school principal is responsible for ensuring that the following occurs:

- Nutrition education materials and breakfast and lunch menus are made available to parents;
- Parents are encouraged to promote their child's participation in the school meals program. If their children do not participate in the school meals program, parents should provide their children with healthy snacks/meals;
- Families are invited to attend exhibitions of student nutrition projects or health fairs;
- Nutrition education curriculum includes homework that students can do with their families (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc.);
- School staff are encouraged to cooperate with other agencies and community groups to provide opportunities for student projects related to nutrition, as appropriate; and
- School staff consider the various cultural preferences in developing nutrition education programs and food options.

### **Nutrition Education**

The district's K-12 nutrition education curriculum will align with the Washington State Health and Physical Education K-12 Learning Standards and will be designed to provide students with the knowledge and skills necessary to promote healthy behavior.

The district's nutrition education K-12 curriculum should include, but not be limited to, the following concepts:

- Age-appropriate, developmentally-appropriate, and culturally relevant nutritional knowledge, including:
  - The relationship of nutrition and food nutrients to physical performance and body composition;
  - The benefits of healthy eating;
  - Essential nutrients;
  - Nutritional deficiencies;
  - The principles of healthy weight management;
  - The use and misuse of dietary supplements;
  - Safe food preparation, handling, and storage; and
  - Appreciation of cultural diversity related to food and eating.
- Age-appropriate nutrition-related skills, including how to:
  - Gather and analyze health information;
  - Analyze nutrition information to plan and prepare a healthy meal;
  - Understand and use food labels,
  - Evaluate nutrition information, misinformation, and commercial food and advertising; and

- Assess one's personal eating habits, set goals for improvement, and achieve those goals.

## **Health and Physical Education**

The superintendent or designee will adopt and implement a comprehensive physical education curriculum aligned with the Washington State Health and Physical Education K-12 Learning Standards. The district will provide students with physical education, using an age-appropriate, sequential physical education curriculum. The physical education program will promote the benefits of a physically active lifestyle and help students develop skills to engage in lifelong healthy habits.

### **Physical Education Requirements and Waiver Policy**

All high school students are required to complete a minimum of three semesters (1.5 credits) of physical education. The district may excuse a student from this fitness requirement under RCW 28A.230.050 on account of physical disability, employment, religious belief, participation in directed athletics or military science or tactics, or for other good cause. Such excused students will be required to demonstrate mastery of the knowledge portion of the fitness requirement, in accordance with written district policy.

Although physical disability can be used as a rationale for excusing a student from participation in Physical Education, the district will provide Adapted Physical Education that is aligned to Washington state K-12 Physical Education Learning Standards if physical education is set out in that student's IEP and is specially designed to meet the unique needs of a student with a disability.

### **Professional Learning**

The district will, subject to available resources, offer ongoing in-service and professional learning opportunities for staff in health education, physical education, and physical activity. Professional learning will help district staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans and efforts.

Professional learning opportunities related to health and fitness are available at:

<https://www.k12.wa.us/student-success/resources-subject-area/health-and-physical-education/training-and-staff-development>.

### **Physical Activity in Schools**

All schools will participate in a Comprehensive School Physical Activity Program. A Comprehensive School Physical Activity Program (CSPAP) is a multi-component approach by which school districts and schools use all opportunities for students to be physically active, meet the nationally-recommended 60 minutes of physical activity each day, and develop the knowledge, skills, and confidence to be physically active for a lifetime. A CSPAP reflects strong coordination and synergy across all the components: quality physical education as the foundation, physical activity before, during, and after school, staff involvement, and family and community engagement.

### **Quality Physical Education**

Schools will implement a physical education program that includes instruction and practice in a variety of motor skills and movement patterns; knowledge of concepts, principles, strategies, and tactics related to movement and performance; knowledge and skills to achieve and maintain a health-enhancing level of physical activity and fitness; responsible personal and social behavior that respects self and others; and values physical activity for health, enjoyment, challenge, self-expression, and social interaction.

### **Physical Activity during the School Day**

The district recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Schools will encourage teachers to do the following:

- Incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.
- Provide short (3-5-minute) physical activity breaks to students during and between classroom time. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

Schools cannot use physical activity during the school day as punishment. For example, a school can't have a student run laps or do push-ups as a form of punishment.



### **Physical Activity Before and After School**

The district offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods (e.g., physical activity clubs, intramurals, sports, etc.).

### **Recess**

By no later than the 2024–2025 school year, the district will provide at least thirty minutes of recess for all elementary-school students each school day that exceeds five hours. Schools may provide additional recess time before or after the school day, but that time may not be counted toward the thirty minutes of recess that is required. Additionally, time spent changing into and out of clothes for outdoor play should not be used to meet the thirty-minute requirement.

Recess must be supervised and student-directed. It must aim to be safe, inclusive, and high quality. To achieve those aims, schools will offer opportunities that align with state and national recess recommendations and maintain safe and age-appropriate equipment to use during recess. Schools may also include organized games as part of recess, but they should avoid including or permitting students to use computers, tablets, or phones during recess. Whenever possible, recess should be held outside. But if recess is held indoors, schools should use an appropriate space that promotes physical activity.

Recess will complement, not substitute for, physical education class.

Schools should not withhold recess as a form of discipline unless a student's participation in recess poses an immediate threat to the safety of the student or others. Nor should schools withhold recess to compel students to complete academic work. Schools should develop alternatives to withholding recess as a form of discipline or as a way to compel students to complete academic work.

The district encourages recess to be scheduled before lunch whenever possible. Scheduling recess before lunch reduces food waste, maximizes nutrition, and allows students to be active before eating. If recess is offered before lunch, schools will place appropriate hand-washing facilities and/or hand-sanitizing mechanisms just inside or outside the cafeteria to ensure proper hygiene prior to eating. Students must use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

### **Family and Community Engagement**

The district will offer opportunities to promote family and community involvement in supporting and reinforcing physical education and physical activity in the schools. Schools should ensure that the following occurs:

- Physical education activity ideas are sent home with students;
- Families are invited to attend and participate in physical education activity programs and health fairs;
- School staff are encouraged to cooperate with other agencies and community groups to provide opportunities for students to participate in physical activity programs.
- Families are actively notified of opportunities and invited to participate in school-sponsored physical activities and receive information about health promotion efforts.

### **Staff Wellness and Health Promotion**

The district will offer, subject to available resources, opportunities that focus on staff wellness issues, and/or identify and disseminate wellness resources in coordination with human resources staff.

### **Active Transport**

The district will identify safe and active routes to and from school to promote alternative transport methods for children, such as walking and bicycle programs. The district will encourage this behavior by engaging and promoting activities such as the following:

- Designation of safe or preferred routes to school;
- Promotional activities such as participation in International Walk to School Week, National Walk and Bike to School Week;
- Instruction on walking/bicycling safety provided to students;

- Promotion of safe routes program to students, staff, and parents via newsletters, websites, local newspaper;
- Ensuring crosswalks exist on streets leading to schools;
- Documentation of the number of children walking and/or biking to and from school; and
- Creation and distribution of maps of the school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.).

**School District Facilities**

Access to school sites will be provided through permitting use of facilities to community youth sports groups consistent with the district's facilities use policy, community college, and municipal joint use agreements and partnerships with youth organizations so additional opportunities are available for all youth in the community to participate in quality physical activity, fitness, sports, and recreation programs.

Adoption Date:

Classification: **Essential**

Revised Dates: **01.13; 03.24**